Assess Phase Overview

This overview lists the Assess phase inputs and outcomes necessary to develop training that is relevant, interactive, engaging, polished, and supported. Refer to the overall process checklist for additional context.

Inputs

What are the necessary inputs to complete this phase?
- ❑ Completed training sessions
- ❑ Collected participant course evaluations
- ❑ Collected trainer course evaluations

Description/Explanation

What are the components of the Assess phase?
- In the Deliver phase, as training courses are completed, trainers submitted training evaluations to FSAU. These evaluations offer the data necessary to assess the value of the course.
- Trainer and participant course evaluations are summarized. The results of this summary are analyzed to measure the effectiveness of the content, presentation, and other factors.
- From this analysis, a final report is created that offers recommendations for future programs.
- Trainers, development team members, and logistics coordinators gather to celebrate the course. In this session, contributions are acknowledged, successes noted, and lessons learned documented for future teams.

Outcomes

What are the outcomes of this phase?
- ❑ Final evaluation report, including a summary of findings, analysis of results, and recommendations for future training programs
- ❑ Conducted celebration session, including debrief of course evaluation findings
- ❑ Documented summary of lessons learned